

**Ransonmoor Community Fund  
Minutes of Committee Meeting  
Tuesday 17<sup>th</sup> November 2015, 7pm  
Wimblington Parish Hall**

<b>Invitees</b>	
Gilda Bellard	Wimblington Parish Councillor
Isabel Edgington	FDC Senior Environmental Projects Officer
David Ison	Doddington Representative (Chairman)
Shirley Morrissey	Wimblington Representative
Emily Shepherd	Doddington Representative (Secretary)
Andrew Thomas	Wimblington Representative
Bill Whittaker	Doddington Parish Councillor

<b>1</b>	<b>Welcome and Apologies</b>
1.1	DI welcomed all those present and advised of apologies from AT who had informed the committee he was unable to attend.
<b>2</b>	<b>Minutes from previous meeting</b>
2.1	Minutes were read and agreed. IE confirmed the handover had been made to ES who would continue to take the minutes from this date.
<b>3</b>	<b>Matters Arising</b>
3.1	IE stated she hadn't received any information regarding the details of what index the payments are linked.
	<b>AP: DI queried the possibility of seeing a statement of the fund in order to gain an idea of any interest received. IE to provide one for next meeting.</b>
3.2	IE confirmed payment had been made to Doddington Church Rooms for October's meeting. The doodle calendar had been completed and the next meeting would be on Tuesday 26 <sup>th</sup> January 2016 at 7pm. GB confirmed Wimblington Parish Hall could be used free of charge. DI suggested as this was the case it would make sense to have all future meetings at Wimblington Parish Hall.
	<b>AP: IE to add paragraph into terms of reference stating all meetings will be held at Wimblington Parish Hall free of charge.</b>
<b>4</b>	<b>Draft terms of reference discussion</b>
4.1	In the absence of AT, IE added wording for a Community Wellbeing criteria into the application score matrix. The Committee agreed they were happy with the new addition. Following this discussion it was decided that the minimum score bid should be altered to 35 to account for the extra criteria.

	<b>AP: IE to alter minimum score bid to 35</b>
4.2	BW queried wording of paragraph within 'Representation' regarding re-election. It was suggested the terms should specify there should always be one member from each Doddington and Wimblington Parish Councils. It was decided rather than having a re-election, volunteers could stand down at any time and the committee would invite another resident from the same village as replacement.
	<b>AP: IE to change wording as specified.</b>
	<b>AP: IE to amend 'Fund Management' paragraph as suggested by DI to make clear all feedback to applicants will be sent in writing from FDC.</b>
4.3	ES confirmed she had all the Committee member's contact details to send out meeting minutes. GB requested a copy of minutes to be published on Wimblington Parish Council website. BW confirmed Doddington would also publish on Doddington PC website once it was active. The committee all agreed email was the best method of correspondence.
	<b>AP: ES to ensure all relevant parties receive a copy of the minutes.</b>
	<b>AP: GB to advise ES of contact details for Wimblington Parish website administrator.</b>
<b>5</b>	<b>Publicity material discussion</b>
5.1	The Committee agreed a logo would give the fund its own identity. It was decided a design consisting of five turbines and two spires would represent the two villages.
5.2	<p>A discussion was held regarding the layout of the publicity poster. It was decided the final content should have:</p> <ul style="list-style-type: none"> <li>• "Do you need money for a community project"</li> <li>• Photos Wimblington – Village sign or Church (see AP) and allotments Doddington – Village sign or Clock Tower and Abbey Field</li> <li>• Image of the five turbines at Ransonmoor</li> <li>• Fund name 'Ransonmoor Community Fund'</li> <li>• Details to note, all enquiries to FDC</li> <li>• Grants up to £5000</li> </ul> <p>A discussion was held as to what are the boundaries of the villages of Doddington and Wimblington. GB advised Stonea is recognised as a parish of Wimblington, hence it being named on the village sign. If Stonea is not included it was agreed the village signs could not be used on the publicity posters.</p>
	<b>AP: IE to investigate actual wording of 106 agreement to ascertain the boundaries of the eligible fund applicants.</b>

	<b>AP: IE to source promotional photo of Ransonmoor turbines.</b>
	<b>AP: IE to circulate posters &amp; logo for approval once finished.</b>
	<b>AP: IE to amend terms of reference to mirror agreed fund name - Ransonmoor Community Fund.</b>
5.4	Whilst discussing the content of the poster, it was highlighted that £250 was too high as a minimum amount and could discourage smaller projects applying. It was agreed the application form should state grants up to £5000.
<b>6</b>	<b>Agree distribution of materials logistics</b>
6.1	<p>The general consensus was that the publicity material should be kept at a local level, as there was no benefit to advertising in the local newspapers or radio. The following locations/outlets were decided:</p> <ul style="list-style-type: none"> <li>• Village shops, pubs, notice boards &amp; halls</li> <li>• Thomas Eaton Primary School – book bags</li> <li>• Wimblington News</li> <li>• Doddington Doings</li> </ul> <p>The committee agreed A4 posters were adequate for display around the villages and A5 flyers for school bags. ES suggested a greyscale version would be desirable as both village magazines print in black and white.</p>
	<b>AP: IE to arrange printing of posters once approved</b>
<b>7</b>	<b>AOB</b>
	None.
	<b>Meeting end 8:15pm</b>
<b>8</b>	<b>Date of next meeting</b>
8.1	Tuesday 26 <sup>th</sup> January 2016, 7pm at Wimblington Parish Hall